

## **Minutes of the Finance Committee**

**Wednesday, November 17, 2010**

Chair Haukohl called the meeting to order at 8:30 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Ted Rolfs, Bill Zaborowski, Jim Heinrich, Dave Falstad, and Pamela Meyer. Rob Hutton arrived at 8:31 a.m. Rolfs left the meeting at 9:55 a.m.

**Also Present:** Chief of Staff Mark Mader, Administrative Services Manager Russ Kutz, Public Health Manager Nancy Healy-Haney, County Clerk Kathy Nickolaus, Senior Financial Analyst Bill Duckwitz, Adolescent & Family Services Manager Peter Slesar, Health & Nutrition Supervisor Mary Smith, Aging & Disability Resource Center Manager Cathy Bellovary, Senior Buyer Karen Bollinger, Budget Manager Keith Swartz, Principal Financial Projects Analyst Bob Ries, Treasurer Pam Reeves, Senior Financial Analyst Clara Daniels, Community Development Coordinator Glen Lewinski, Emergency Management Program Assistant Kathy Schwei, and Legislative Associate Mary Pedersen.

### **Approve Minutes of 11-3-10**

MOTION: Zaborowski moved, second by Falstad to approve the minutes of November 3. Motion carried 6-0.

Hutton arrived at 8:31 a.m.

### **Schedule Next Meeting Dates**

Haukohl advised the December 1 meeting has been canceled. The next meeting is scheduled for December 15 which could go into the afternoon.

### **Ordinance 165-O-067: Accept And Appropriate State Of Wisconsin Division Of Public Health Women, Infant And Children Nutrition Program 2010 Grant Funding Increases To The Waukesha County Department Of Health And Human Services**

Healy-Haney explained this ordinance as outlined which involves accepting a \$23,020 federal grant, above what was estimated in the 2010 adopted budget, for the WIC Program. The funds will pay for temporary extra help (\$9,125), expanded regular part-time coverage (\$875), medical equipment and other supplies (\$3,810), two laptops and software (\$3,800), furniture and equipment (\$2,500), and interdepartmental charges (\$2,910).

MOTION: Zaborowski moved, second by Falstad to approve Ordinance 165-O-067. Motion carried 7-0.

### **Ordinance 165-O-068: Modify The County Clerk 2010 Budget For Election Costs**

Nickolaus discussed this ordinance which authorizes the transfer of \$70,000 from the County's Contingency Fund to the County Clerk's budget to cover ballot-related costs for the September primary and November general elections. Both in total are estimated to exceed the adopted budget by at least \$65,000. Nickolaus indicated higher-than-normal voter turnout required 124,200 more ballots than originally anticipated. She also expects higher-than-anticipated ballot printing charges and shipping (to the military) charges due to an unexpected higher number of contests, candidates, and referenda.

Haukohl asked why not use fund balance, perhaps Non-Departmental, instead of contingency funds. Swartz said when a department's fund balance is insufficient, contingency funds are used prior to using general fund balance.

MOTION: Heinrich moved, second by Hutton to approve Ordinance 165-O-068. Motion carried 7-0.

**Ordinance 165-O-066: Accept U.S. Department Of Justice, Office Of Juvenile Justice And Delinquency Prevention Grant Funds For Creation Of A Teen Court Informational DVD And Modify The Waukesha County Department Of Health And Human Services' 2010 Budget To Appropriate Grant Expenditures And Revenues**

Slesar discussed this ordinance to accept a \$3,230 grant to produce an informational DVD (plus additional copies) to inform community referral sources such as attorneys, school systems, and law enforcement of the services provided through the Waukesha County Teen Court Program. Slesar briefly explained the Teen Court Program.

Haukohl asked if the committee could view the DVD upon completion. Slesar was more than willing to oblige.

MOTION: Zaborowski moved, second by Falstad to approve Ordinance 165-O-066. Motion carried 7-0.

**Contract Procurement Process for Shared Health Services – Medical and Dental**

Smith advised the contract was awarded to St. Joseph's Medical & Dental Clinic, the sole proposer, for a total contract cost of \$134,412 for three years – \$44,804 per year. The first year budgeted amount was also \$44,804.

Bollinger said about 140 vendors were solicited with information about this contract. Some of the reasons for a lack of interest included vendors not wanting to compete with St. Joseph's due to ongoing working relationships and others said they hadn't received the email. Bellovary noted there has only been one vendor for many, many years. Similar to some other contracts in their division, vendors are aware of the amount budgeted prior to the start of the process due to Older Americans Act funding guidelines, etc. which Bellovary explained further. Swartz said, annually, this vendor has not spent the whole budget until last year when they spent the full amount. Furthermore, in situations when the dollar amount is not that competitive, staff might want to consider a lower percentage of the valuation relative to the budget in the future.

MOTION: Falstad moved, second by Heinrich to approve the contract procurement process for Shared Health Services – medical and dental. Motion carried 7-0.

**3<sup>rd</sup> Quarter Report on General Funds**

Swartz and Duckwitz were present to discuss their report entitled "Nine-Months – 2010 Budget Monitoring Summary Report – General Fund Operations." Expenditures at the 3<sup>rd</sup> quarter were at \$70.2 million versus \$67.6 million for the same period in 2009. Expenditures were 67% of the 2010 modified budget versus nearly 69% as a percentage of total 2009 actuals, based on a higher 2010 modified expenditure budget base. Total year 2010 estimated expenditures are at \$101.5 million versus the \$104.2 million in the modified 2010 budget.

Revenues at the 3<sup>rd</sup> quarter were \$28.9 million versus \$26.4 million for the time period in 2009. Revenues were 69% of the 2010 modified budget versus 64% of total 2009 actual revenues. Total year 2010 estimated revenues (excluding tax levy and fund balance) are at \$40.8 million versus the \$41.8 million in the 2010 modified budget.

Overall, year-end projections indicate a favorable General Fund result estimated at \$1.65 million, which is within 1.7% of the overall General Fund budget. Swartz discussed each fund as outlined in the report and advised of fund transfers prior to year-end that are expected or may potentially be proposed.

MOTION: Heinrich moved, second by Meyer to accept the 3<sup>rd</sup> quarter report on General Funds. Motion carried 7-0.

Rolfs left the meeting at 9:55 a.m.

### **3<sup>rd</sup> Quarter Report on Investments**

Ries reviewed his report which included highlights, investment yield and revenue, average daily balance, comparison of cost to market value, 2001-2010 summary of County investments (income, balances, and rates), and the County's investment portfolio. The total return for the 3<sup>rd</sup> quarter was down 23 basis points from the last quarter, to 0.74%. Total gains in the 2<sup>nd</sup> quarter were \$641,047 while total gains in the 3<sup>rd</sup> quarter were \$563,124, a reduction of \$77,923. Ries explained the reasons for the drop. Total interest earnings for the 3<sup>rd</sup> quarter were \$1,559,397, down \$174,016 from the 2<sup>nd</sup> quarter, with the decrease due to lower yields present in the market as well as a reduction in the amount of realized gains (\$77,923).

MOTION: Zaborowski moved, second by Meyer to accept the 3<sup>rd</sup> quarter report on investments. Motion carried 6-0.

### **Ordinance 165-O-069: Cancel Unredeemed Checks Issued By County Treasurer**

Reeves discussed this ordinance as outlined. Upon approval, uncashed checks on the list referenced in the ordinance totaling \$5,332 will be canceled and placed in a liability account of the Unclaimed Property Fund. Pursuant to Wis. Stats., any individual or entity whose favor the checks were drawn shall have six years from the date of the original check to have the check reissued without interest. All funds unclaimed after six years will be transferred to the appropriate revenue account in the General Fund. During the six-year period of time, the funds will be invested and the earned investment income will be allocated to the General Fund.

Mader advised of an error in the fiscal note, detected by Heinrich, which is not binding and does not require an amendment. The fiscal note states individuals or entities shall have six years from the date of passage of this ordinance to have a check reissued. It should state six years from the date of the original check.

MOTION: Hutton moved, second by Heinrich to approve Ordinance 165-O-069. Motion carried 6-0.

### **Fund Transfer 2010-0243000-1: Community Development – Transfer Funds from Operating Expenses to Personnel Expenses**

Lewinski and Daniels were present to discuss this item which involves transferring \$72,500 to cover personnel costs for the Emergency Assistance Program. Emergency Assistance Program (EAP) grant funds totaling \$67,500 needs to be moved from Operating Expenses (contract services) into Personnel to pay for temporary extra help for program administration. Also, to correct an error, \$5,000 is being transferred back to Personnel Expenses to fund overtime for the Program Assistant for additional work performed for the EAP grant. Daniels noted that only about half of the money would be used in 2010 while the remainder will be used in 2011.

MOTION: Hutton moved, second by Heinrich to approve Fund Transfer 2010-0243000-1, Community Development. Motion carried 6-0.

**Ordinance 165-O-064: Accept Homeland Security - FY2009 Program Funding And Modify The Emergency Preparedness 2010 Budget To Appropriate Grant Revenues And Expenditures For Maintenance And Administration Of Milwaukee Urban Area Security Initiative Participation**

Schwei explained this ordinance which involves accepting a \$5,000 federal grant to support the County's participation in the Milwaukee Urban Area Security Initiative (UASI). The purpose of the initiative is to enhance area capabilities to prevent, respond, and recover from and mitigate against all-hazard emergency and disaster situations. The funds will be used to pay for her and Emergency Management Coordinator Bill Stolte's attendance to the 2010 UASI Shared Strategies Conference in Denver, CO (\$3,750), and for various office supplies and small equipment (file cabinets and storage space) used in administering the UASI Program (\$1,250).

MOTION: Zaborowski moved, second by Falstad to approve Ordinance 165-O-064. Motion carried 5-1. Hutton voted no.

**Ordinance 165-O-065: Accept Homeland Security – FY2008 Program Funding And Modify The Emergency Preparedness 2010 Budget To Appropriate Grant Revenues And Expenditures For Information Sharing Project**

Schwei explained this ordinance to accept a \$15,000 federal grant, also to support the County's participation in UASI. The funds will be used to acquire and install video conferencing equipment in the County's Emergency Operations Center to support intelligence and information sharing among UASI participants. This is an addition to a previous \$30,000 grant for this same video conferencing project.

Meyer asked if the UASI grants are never-ending. Schwei did not believe so and indicated funding in our area has decreased since it started in 2004.

MOTION: Falstad moved, second by Heinrich to approve Ordinance 165-O-065. Motion carried 4-2. Hutton and Meyer voted no.

**Chair's Executive Committee Report of 11-15-10**

Chair Haukohl highlighted the following items from the last Executive Committee meeting.

- Heard an update on information technology projects.

Hutton left the meeting at 11:04 a.m.

- Approved the reduction in sale price for two remnant parcels of land.

**Future Agenda Items**

- View Informational DVD on the Waukesha County Teen Court Program (Haukohl)

MOTION: Heinrich moved, second by Falstad to adjourn at 11:08 a.m. Motion carried 5-0.

Respectfully submitted,

Pamela Meyer  
Secretary